

**UNITED STATES PROBATION OFFICE
DISTRICT OF KANSAS**

POSITION VACANCY ANNOUNCEMENT # KC05-7

POSITION: Administrative Assistant to U.S. Probation Officer

LOCATION: Kansas City, Kansas

**STARTING
SALARY RANGE:** CPS CL 24 (\$30,432 - \$38,036) commensurate with experience

ISSUE DATE: July 13, 2005

CLOSING DATE: Open Until Filled

BENEFITS: Option to participate in Federal Employees Health Insurance Program, Group Life Insurance Program, flexible benefits program and Thrift Savings Plan. Employee will earn annual and sick leave days and receive a minimum of ten paid national holidays per year.

POSITION FUNCTION

This position provides clerical support to probation officers and may serve as office receptionist in the combined probation and pretrial services office of District Court. Representative duties: transcribe from personal dictation, recordings or handwritten material; proofread and edit written documents; prepare court documents; enter supervision case file/statistical data into automated databases; prepare recurring reports and forms; may be called upon to provide support for drug aftercare services; apply automation knowledge to typing and record-keeping responsibilities; maintain confidentiality of sensitive records; establish and maintain appropriate subject-matter files; perform other related clerical duties. Occasional travel to other divisional offices may be required.

QUALIFICATIONS

To qualify, an applicant must be a high school graduate, or equivalent, and have one year of specialized experience. Entry level salary will be based on experience and/or combination of education and experience.

General experience: Progressively responsible experience providing a good knowledge of office procedures, practices, processes and mission. Knowledge and skill in the use of personal computers and software applications to prepare reports and correspondence. Ability to organize work to meet deadlines. Must have excellent typing skills.

Specialized experience: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving routine use of keyboard skills, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws.

Educational substitutions: Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months experience.

Applicants must present documentation as proof of citizenship for employment eligibility. This position is subject to mandatory electronic funds transfer participation for payment of net pay.

APPLICATION PROCEDURE

Internal applicants please forward your resume to the human resource department. External applicants must submit a resume and a completed AO 78, Application for Employment to:

Human Resource Department
U.S. District Court
500 State Avenue, room 259
Kansas City, KS 66101

The AO 78, Application for Employment can be found on our website at www.ksd.uscourts.gov.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to a criminal background check. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions.